



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
WASHINGTON, DC 20350-2000

IN REPLY REFER TO  
OPNAVINST 1001.19B  
OP-161  
03 OCT 1991

OPNAV INSTRUCTION 1001.19B

From: Chief of Naval Operations

Subj: RESERVE COMPONENTS COMMON PERSONNEL DATA SYSTEM (RCCPDS)

Ref: (a) DOD Instruction 7730.54 of 15 Mar 91 (NOTAL)

1. Purpose. To implement and amplify the guidance contained in reference (a) for the Navy. (R)

2. Cancellation. OPNAVINST 1001.19A. (R)

3. Background. Reserve Components Common Personnel Data System (RCCPDS) is a computerized common data base established by the Assistant Secretary of Defense (Reserve Affairs). The data base was created to meet policy requirements and to provide statistical tabulations of reserve component strengths and related data for use throughout the Department of Defense, Congress and other government agencies.

4. Responsibility. The Chief of Naval Personnel is responsible for complying with the personnel information requirements delineated in reference (a). Data will be provided for all inactive and full time support naval reserve personnel that meet the specified identification criteria. (R)

5. Information Requirements. The following magnetic tape files are required at the end of each month:

a. A Master Officer File and a Master Enlisted File reflecting the status of each reserve component member as of the last day of each month (enclosure (2) of reference (a)).

b. An Officer Transaction File and an Enlisted Transaction File reflecting reserve component gains, losses, reenlistments, extensions and transfers that occurred during the reporting month (enclosure (4) of reference (a)).

The magnetic tape files will be edited following the criteria set forth in enclosure (3) of reference (a). A computer generated Quality Control Edit Report will be produced for each master and transaction file in the format described in enclosures (6) and (7) of reference (a).

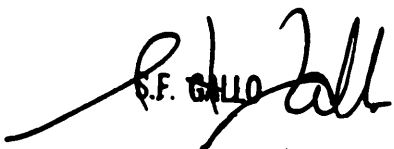


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- R) 6. Submission Instructions. The magnetic tape file and associated quality control edit reports will be produced as instructed in enclosure (5) of reference (a). All tape files will be forwarded in sufficient time to be received by Defense Manpower Data Center no later than the 20th of the month following the reporting period. The mailing address is:
- R) Defense Manpower Data Center  
Attn: Reserve File Manager  
99 Pacific Street, Suite 155-A  
Monterey, CA 93940-3231
- R) Copies of the quality control edit reports will also be provided to the Office of the Chief of Naval Operations (OP-161), Bureau of Naval Personnel (Pers-922), and Naval Reserve Personnel Center (Code 60).
- R) 7. Reports. The reporting requirements for this instruction have been assigned the following report control symbols and are approved for 3 years from the date of this directive.
- a. Master File - DD-RA(Q)1147(1001)
- b. Transaction File - DD-RA(Q)1148(1001)

  
Assistant Deputy Chief of Naval  
Operations (Manpower, Personnel and Training)

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OPs 01R3, 161 (25), 951

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